View Holds (Service Indicators)

1. Click the **Main Menu** button.
   Click the **Self Service** menu.
   Click the **Student Center** menu.

2. Click the **Details** link.

3. Click the **Account Balance Due** link.
4. Click the **Contact Email** link to send email to the department initiating the hold. In this example the NO Bursar’s Office initiated the hold.

![Account Balance Due](image)

Account balance is overdue. Please contact the Bursar’s Office.

5. Click the **Return** button.

6. Click the **Student Center** option from the **go to ...** drop-down list, and then click the **GO!** button, or click the Student Center link on your menu bar.